

MAIN HRS

DCDS Reports

Security Reports - A **HR-104 - Active Security Profiles (Active IDs)**

Purpose:	The Active Security Profiles report (listed on the dropdown as Active IDs) displays information on active users. Data may be requested for users whose time is reported in the selected department/agency and Timekeeping Unit (TKU) and who have security within the selected criteria. Data may also be requested for users who <u>do not</u> report time to the selected department/agency and TKU but have security to the selected criteria. The minimum required data to be entered is department, agency and TKU.
Frequency:	As requested.
Distribution:	The report is only available to Central Control Agency staff and Agency Security Administrators
Sequence:	Department, Agency
Media:	Displayed on-line or the report may be printed.
Retention:	Per Department Policy. Information is available on-line for one fiscal year.
Information:	<p>A. The Active Security Profiles report is accessed through the <u>R</u>eports, <u>S</u>ecurity, <u>A</u> - Active IDs items on the menu.</p> <p>B. The following detail is displayed:</p> <ul style="list-style-type: none">■ Full Name■ Social Security Number (SSN)■ User ID■ Start Date

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Information: *(Continued)*

- End Date
- Role
- Function
- Access
- Scope (Department, Agency, TKU)

C. Totals are provided by TKU, Agency and Department.

D. To print a copy of the report, select File and click on the Print menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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DCDS 03.03.01

File Edit Options Functions Params Reports Window Help

Report Request

Active User IDs

Department: 01

Agency: 01

TKU: 000

Include employees from all Dept/Agy/TKU ☐

OK Close

Ready

Report Request Screen

To display the Report Request screen for the Active Security Profiles report, select the Reports menu item from the Menu bar and click on the Security menu item. From the cascading menu, click on A - Active IDs menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Active Security Profiles Report.

The employee's department and agency number is the default. To request all timekeeping units, select AL from the TKU dropdown. To request all users who have security to the selected criteria, click on the box for "Include employees from all Dept/Agy/TKU." This will include users who may or may not report time within the selected criteria. Click the OK button.

The Report Pre-View screen displays the Active Security Profiles Report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-104 - Active Security Profiles

HR – 104

MAIN HUMAN RESOURCE SYSTEM
ACTIVE SECURITY PROFILES

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DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION
AGENCY: 01 CENTRAL OFFICE
TKU: 000 TRANSPORTATION CENTRAL

<u>FULL NAME</u>	<u>SSN</u>	<u>USER ID</u>	<u>START DATE</u>	<u>END DATE</u>	<u>ROLE</u>	<u>FUNCTION</u>	<u>ACCESS</u>	<u>SCOPE</u> <u>DEPT</u>	<u>AGY</u>	<u>TKU</u>
AVENGER, CAPTAIN	222-12-3333	MASCARENHAS	07/16/1996	12/31/2222	SUPERUSER	ADJR001	N	AL	AL	AL
						ADJR002	N	AL	AL	AL
						ADJR003	N	AL	AL	AL
						ADJR004	N	AL	AL	AL
						APRF001	Y	AL	AL	AL
						APRF002	Y	AL	AL	AL
						APRF003	Y	AL	AL	AL

TKU: 000 NUMBER OF ACTIVE SECURITY PROFILES 1
AGENCY: 01 NUMBER OF ACTIVE SECURITY PROFILES 1
DEPARTMENT: 59 NUMBER OF ACTIVE SECURITY PROFILES 1

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Active Security Profiles Report